




EXERCISE 24. USING THE GO TO SCREENS

 *Go To is used to quickly reach certain screens under the REVISE ACTIVITY function in order to revise or complete activity information. From Go To you can quickly reach the following screens:*


- Accomplishment Screen
- Money Screen
- CDBG Screen (First screen in the CDBG path)
- HOME Screen (First screen in the HOME path)
- ESG Screen (First screen in the ESG path)
- HOPWA Screen (First screen in the HOPWA path)

 *The key to using the Go To options is to know before you start where you need to get to. You will be more likely to use this option once you have become comfortable with the SET UP ACTIVITY screens and the flow of information in IDIS. Keep in mind that the process will be the same no matter which option you choose.*


1. At the MAIN MENU, select the GO TO MENU and press <Enter> to get into the path.

 *At this point you must decide where you want to go to. For our purposes, we are going to go to the MONEY SCREEN.*


2. Select the MONEY SCREEN path and press <Enter> .

 *There are two options to select an activity: a) Enter the HUD Activity Number, press <Enter>, and proceed to step 4; or b) Using <F2>, select the Project under which you previously set up an activity. Press <Enter> to return to the initial “REVISE ACTIVITY” screen.*

3. Press <Enter> again.

 *When you return to the “REVISE ACTIVITY” screen, you will see one of two things. If two or more activities have been set up, a list of them will be displayed. Select the activity that you want in the same way that you selected a project (“X” + <Enter>). If only one activity is set up under that project, you will automatically move to the “Money” screen.*

4. Enter a new amount in the TOTAL ESTIMATED AMOUNT field.

 *From here you have two choices as to what to do next. If this is the only change you want to make, save this change and return directly to the MAIN MENU. However, if you want to make changes in the program specific path, you could simply select the*

appropriate one and press <Enter> to move on.

5. Save your changes and return to the MAIN MENU.